



## **Becoming a Police Officer:** Information & Application

Civil Service/Personnel Department  
City of Muskegon, Michigan

933 Terrace Street – P. O. Box 536

Muskegon, MI 49443-0536

Telephone (231) 724-6716

Fax (231) 724-4405

Website: <http://www.shorelinecity.com>

### **Application deadline: Accepting applications until further notice**

#### **Minimum Requirements for Application Acceptance:**

*To be considered for employment as a Police Officer for the City of Muskegon, an applicant must:*

- ◆ Be a U.S. citizen.
- ◆ Be at least 18 years of age.
- ◆ Possess a high school diploma or G.E.D.
- ◆ Have no prior felony convictions (includes expunged convictions).
- ◆ Possess a valid Michigan operator's or chauffeur's license.
- ◆ Have an acceptable driving record
- ◆ Pass a comprehensive background check.

AND

#### ◆ **Meet one of the following conditions:**

1. Be currently employed as a certified Police Officer in the State of Michigan.
2. Be eligible for reciprocal certification in the State of Michigan, if a certified Police Officer in another state.
3. Be eligible for re-certification by MCOLES\* as a Police Officer in the State of Michigan.
4. Have successfully completed a MCOLES-approved police academy and be certifiable as a Police Officer in the State of Michigan.

#### **Convictions of Law Violations and/or Civil Infractions:**

*Conviction of law violations or civil infractions may serve as a basis for rejection of your application. Your total record will be evaluated. The pattern of law violations, their seriousness, surrounding circumstances, number and recentness will be considered (including expunged convictions).*

\*MCOLES is the Michigan Commission on Law Enforcement Standards. Please visit the MCOLES website at [www.mcoles.org](http://www.mcoles.org) or call (517) 322-6627 for further information.

**Thank you for your interest in becoming a Police Officer for  
the City of Muskegon.**

Applications are accepted year round, with an open filing deadline. When the City establishes a testing date, you will be notified by mail of the testing date and time if your application has been accepted. Every candidate is notified by mail whether or not his/her application has been accepted. At the present time, the oral exam (panel interview) is the standard assessment given for determining placement on the Police Officer eligibility/hiring list. The eligibility list is valid for at least one year from its establishment date, and an applicant's name must be on the eligibility/hiring list for further employment consideration. As vacancies occur during the life of the eligibility list, applicants moving to the top three rankings on the list are referred for a departmental interview with the Chief of Police and staff.

Additionally, any candidate receiving a contingent offer of employment must successfully pass all pre-employment exams, including physical and psychological assessments and an in-depth background/character investigation, prior to hire.

Please note that the recruitment procedure is subject to review and revision at any time and that a new application must be completed and submitted for each recruitment, whether an applicant is a first-time or returning candidate. The Civil Service Commission reserves the right to amend/waive examination parts.

**Final Appointment:**

1. For final appointment as a Police Officer for the City of Muskegon, an applicant must be considered as possessing "good moral character" as determined by a favorable comprehensive background investigation covering all aspects of the applicant's education, employment, credit history, home environment, character, general reputation, and integrity. Consideration will be given to all law violations, including traffic and conservation law convictions.
2. Candidates also must pass a comprehensive pre-employment medical exam, which may include a physical exam, back x-ray, drug/alcohol screen, and psychological exam.

## **Additional MCOLES Requirements:**

### **Disorders, Diseases or Defects:**

Be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.

### **Hearing:**

Pure tone air conduction sensitivity thresholds for each ear, as shown on the pure tone audiogram, shall not exceed a hearing level of 20 decibels at any of the following frequencies: 500, 1000, 2000, 3000, and 4000 Hertz.

### **Height/Weight:**

Height and weight in relation to each other as indicated this by accepted medical standards.

### **Mental/Emotional Disorder:**

Be free from mental or emotional instabilities which may tend to impair the efficient performance of a law officer's duties or which might endanger the lives of others or the law enforcement officer.

### **Physical Integrity:**

Be free from any impediment of the senses, physically sound, and in possession of extremities.

### **Color Vision:**

Possess normal color vision.

### **Corrected Vision:**

Possess 20/20 corrected vision in each eye.

### **Normal Vision Functions:**

Possess normal visual functions in each eye.

### **Reading & Writing:**

Pass the MCOLES reading and writing examination or an approved agency equivalent examination. Once passed, you need not retest.

### **Physical Fitness:**

Pass the MCOLES physical skills performance examination or an approved agency equivalent examination. Results are good for 180 days (6 months).

### **Police Training:**

Successfully complete the MCOLES mandatory basic training curriculum.

### **Certification Examination:**

Pass the MCOLES certification examination upon the completion of basic training.

### **Medical Examination:**

Examination by a licensed physician to determine that the applicant meets all medical standards.

### **Fingerprinting:**

Fingerprint the applicant with a search of state or federal fingerprint files to disclose criminal record.

### **Oral Interview:**

Conduct an oral interview to determine applicant's acceptability for a law enforcement officer position and to assess appearance, background, and the ability to communicate.

### **Drug Testing:**

Cause the applicant to be tested for the illicit use of controlled substances.

***The City of Muskegon is an Equal Opportunity/Affirmative Action Employer.***

*Requests for reasonable accommodation should be directed to the Civil Service Director at the address on the first page.*

**APPLICANT: Please keep the top three sheets for future reference.**

# EMPLOYMENT APPLICATION

## City of Muskegon

### Recruitment Information

***Further consideration of your application depends on the following:***

1. ***Completed application returned by the deadline date for the recruitment.***
    - If mailed, it must be postmarked on or before the deadline date.
    - If faxed, it must be received no later than 11:59 p.m. on the deadline date.
    - If submitting by fax, please call (231-724-6716) to verify that your application was received.
    - **Please be sure to provide all requested information as an application missing information may result in disqualification for further employment consideration.**
  2. ***Your driving record. PLEASE NOTE - IMPORTANT INFORMATION***
    - If you do not have a Michigan driver's license, please obtain a copy of your driving record from the state that issued the license.
    - Mail the driving record report to the Civil Service Department at the address on the front page of the employment application.
    - The driving record report must be on file by the application deadline date.
  3. ***Whether or not you meet the position requirements, as stated on the job announcement.***
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***Following the application deadline, you will be mailed information about the status of your application.***

- Please allow up to two weeks to receive the notice of your application status.
- If your application is accepted, you will be notified of any test date(s) and location(s).

***Candidates will progress in the recruitment as follows:***

- Those passing the practical/written exam(s), if given, will move on to the oral exam.
- The oral exam (panel interview) will be rated (scored).
- The panel interview is not a hiring interview but rather part of the recruitment process.

***Scores from your interview and written test are then averaged to determine your final score.***

- Your final score is used to determine your placement on the eligibility (hiring) list.
- Eligibility lists remain in effect for one year or until the list is depleted, whichever comes first.

***As vacancies occur, candidates in the top three rankings on the hiring list are referred for a departmental interview.***

- This is the hiring interview!
  - A candidate is chosen from this group to fill the position.
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In the event that you do not pass the testing and/or obtain employment, you are welcome to re-apply at the next recruitment opportunity.

Employment opportunities are posted on the City's web site at [www.shorelinecity.com](http://www.shorelinecity.com)

or

Contact the Civil Service Personnel Office at

**Telephone Number (231) 724-6716**

**Fax (231) 724-4405**

*If you require special accommodation(s) in testing due to a legally defined disability,  
please notify the Civil Service Department in writing at the time of application.*

**CITY OF MUSKEGON**  
933 Terrace Street  
P. O. Box 536  
Muskegon, MI 49443-0536  
Telephone (231) 724-6716  
Fax (231) 724-4405

**Application for Position(s) of:**

A C R

*The City of Muskegon is an equal opportunity employer and shall consider all qualified applicants without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class.*

Social Security Number

Middle

First Name

Last Name

**PERSONAL INFORMATION:**

Home Phone Number

Other Contact (Phone number, e-mail address, etc.)

Street Address

City

State

ZIP

Best way and time to contact you is: \_\_\_\_\_

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Available for ☐ Full-time ☐ Part-time

☐ Temporary

☐ Seasonal

Do you have a valid, unrestricted driver/operator license? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Have you had your driver's license suspended, revoked, or restricted in the past three years? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

Driver License Number

State

Do you have a valid commercial driver license? ☐ Yes ☐ No

If yes, type and endorsement(s) \_\_\_\_\_

Have you ever worked for the City of Muskegon? ☐ Yes ☐ No

If yes, position held: \_\_\_\_\_

Employment date(s) \_\_\_\_\_

Are you under 18 years of age? ☐ Yes ☐ No

Are you currently working? ☐ Yes ☐ No

Are you on layoff? ☐ Yes ☐ No

If on layoff, are you subject to recall? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No

(Proof of eligibility will be required upon employment.)

If not a citizen, legal alien status: \_\_\_\_\_

Are you authorized to lawfully work in the U.S.? ☐ Yes ☐ No

**MILITARY SERVICE:**

Have you had any experience in the Armed Forces of the United States of America or in a State National Guard? ☐ Yes ☐ No

If yes: Branch \_\_\_\_\_ Discharge Rank \_\_\_\_\_

Discharge Date \_\_\_\_\_ Were you honorably discharged? ☐ Yes ☐ No

(Note: A dishonorable discharge from the military will not necessarily be a bar to employment.)

**EDUCATION:**

Do you possess a high school diploma or G.E.D.? ..... ☐ Yes ☐ No

Please give school/trade school/college information below:

School Name & Location	Years Attended/Credits Earned	Diploma/Degree Earned/Major

**EMPLOYMENT:**

Have you ever been discharged or forced to resign from any position? ..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Are there any job duties related to the position(s) for which you have applied that you cannot perform? (Note: Please refer to job description.) ..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Please list your history of employment and/or unemployment. Start with your present status/last job held and work backward.

Employer Name & Address:	Dates		Work Performed:	
	From	To		
Telephone Number:	Hourly Rate/Salary			
	Start	Final		
Job Title:				
Supervisor's Name:				
Reason for leaving:				
Employer Name & Address:	Dates			Work Performed:
	From	To		
Telephone Number:	Hourly Rate/Salary			
	Start	Final		
Job Title:				
Supervisor's Name:				
Reason for leaving:				

**EMPLOYMENT HISTORY** (Cont'd.)

<b>Employer Name &amp; Address:</b>	<b>Dates</b>		<b>Work Performed:</b>	
	<b>From</b>	<b>To</b>		
<b>Telephone Number:</b>	<b>Hourly Rate/Salary</b>			
	<b>Start</b>	<b>Final</b>		
<b>Job Title:</b>				
<b>Supervisor's Name:</b>				
<b>Reason for leaving:</b>				
<b>Employer Name &amp; Address:</b>	<b>Dates</b>			<b>Work Performed:</b>
	<b>From</b>	<b>To</b>		
<b>Telephone Number:</b>	<b>Hourly Rate/Salary</b>			
	<b>Start</b>	<b>Final</b>		
<b>Job Title:</b>				
<b>Supervisor's Name:</b>				
<b>Reason for leaving:</b>				
<b>Employer Name &amp; Address:</b>	<b>Dates</b>		<b>Work Performed:</b>	
	<b>From</b>	<b>To</b>		
<b>Telephone Number:</b>	<b>Hourly Rate/Salary</b>			
	<b>Start</b>	<b>Final</b>		
<b>Job Title:</b>				
<b>Supervisor's Name:</b>				
<b>Reason for leaving:</b>				
<b>Employer Name &amp; Address:</b>	<b>Dates</b>			<b>Work Performed:</b>
	<b>From</b>	<b>To</b>		
<b>Telephone Number:</b>	<b>Hourly Rate/Salary</b>			
	<b>Start</b>	<b>Final</b>		
<b>Job Title:</b>				
<b>Supervisor's Name:</b>				
<b>Reason for leaving:</b>				
<b>Employer Name &amp; Address:</b>	<b>Dates</b>		<b>Work Performed:</b>	
	<b>From</b>	<b>To</b>		
<b>Telephone Number:</b>	<b>Hourly Rate/Salary</b>			
	<b>Start</b>	<b>Final</b>		
<b>Job Title:</b>				
<b>Supervisor's Name:</b>				
<b>Reason for leaving:</b>				

Employer Name & Address:	Dates		Work Performed:	
	From	To		
Telephone Number:	Hourly Rate/Salary			
	Start	Final		
Job Title:				
Supervisor's Name:				
Reason for leaving:				
Employer Name & Address:	Dates			Work Performed:
	From	To		
Telephone Number:	Hourly Rate/Salary			
	Start	Final		
Job Title:				
Supervisor's Name:				
Reason for leaving:				

### **TRAINING AND SKILLS:**

Describe below any specialized training, apprenticeships, internships, skill such as equipment operation, licenses, certificates, and extra-curricular activities that pertain to the position(s) for which you are applying:

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### **CRIMINAL RECORD HISTORY:**

Have you ever been convicted of an offense that is against the law? ..... ☐ No ☐ Yes

If yes, completely describe including location and date: \_\_\_\_\_

(A conviction will not necessarily be a bar to employment. The nature and circumstances of a conviction will be considered in any employment-related decision.)

### **REFERENCES:** (Please list three references; do not include relatives.)

Name	Address	Telephone

## **AGREEMENT AND UNDERSTANDING**

*Read carefully and sign below if you agree to these terms of employment.*

I certify that the information in this application is true, complete, and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation, or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of the City of Muskegon, as they may be amended or changed from time to time. I also agree that the contents of any office, locker, desk, or equipment or other City property I may use, and any of my own property I bring onto the City's premises (including, without limitation, cars, packages, and purses) may be inspected by the City at any time, and I waive any claims against the company or its agents relating to such inspection

I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information that they may have and release all parties from any liability for any damages that may result from furnishing same to you.

I authorize the City of Muskegon to release any information relating in any way to my employment, including disciplinary reports, letters of reprimand, or other notices of disciplinary action when such information is required by any prospective or subsequent employers without any obligation by them or you to give me any notice of such disclosure.

I understand that any employment offer is conditional upon the results of the drug screening test and the post offer pre-employment medical examination, and I agree to submit to physical examinations permitted by law before and during my employment, at the request and expense of the City, and I agree to disclose all information lawfully requested at such examinations about my physical and mental condition and medical history. I waive any claims against the City or its agents relating to any such testing, or from lawful decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

If employed, I understand that if I am or become in need of accommodation(s) for employment, I must notify the City of Muskegon in writing within 182 days after the need is known or reasonably should have been known to me. Failure to properly notify the City will preclude any claim that the employer failed to make accommodation.

I have read, understand, and agree to the terms of each of the above statements.

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Date

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Signature of Applicant

***A COMPLETED APPLICATION IS REQUIRED.***

***APPLICATIONS MISSING INFORMATION MAY RESULT IN  
DISQUALIFICATION FOR FURTHER EMPLOYMENT CONSIDERATION***

# CITY OF MUSKEGON

## PRE-EMPLOYMENT DRUG TESTING CONSENT FORM

1. I, \_\_\_\_\_, understand that the City of Muskegon, Michigan has a policy against the use, sale, possession, or distribution of illegal drugs or being under the influence of illegal drugs by its employees and applicants for employment. I further understand that the City has adopted a pre-employment drug-testing program as a method of implementing that policy.
2. I hereby consent to the taking of my urine, hair, blood, or breath by the City or its agents, for the purpose of the above drug testing program, and the testing of such samples by a testing laboratory designated by the City. I hereby further consent to the release of any test reports on such samples to the City and to the use of all such reports by the City in its assessment of my employment application.
3. I understand that my refusal to consent to such testing will result in my disqualification from further consideration for employment with the City.
4. I also understand that determining my suitability or fitness for employment is within the sole discretion of the City, and that a positive test finding will result in my disqualification from further consideration for employment.
5. It is understood that certain medications may be identified in any drug testing, and I have completed or will complete the attached "Confidential Prescription/ Non-Prescription Medication Form", to be the best of my recollection and belief, prior to the taking of any samples for use in the drug test. This form will be completed by me and placed in a sealed envelope for the sole and exclusive use of the testing laboratory to help ensure the accuracy of the testing procedures.
6. I release the City and the testing laboratory selected by the City, and the officers, directors, employees and agents of each of the aforementioned, from any and all claims or potential claims or actions relating to such testing, including the taking of samples, the testing process, procedures, and analysis and the disclosure and utilization of the test results in considering my employment with the City.
7. Finally, I understand that, if hired, I am required to comply with the City's "Drug-Free Workplace Policy", and my violation of this policy may result in disciplinary action, including immediate termination.

My signature below acknowledges that I have read and understand this consent form, and I agree to be considered for employment with the City on the conditions set forth above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# **CITY OF MUSKEGON**

## **AUTHORIZATION AND WAIVER**

I authorize and request my former employers, references, educational institutions, and any credit agencies or reporting services that have information about me to give the City of Muskegon any information and/or opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and I release such former employers, references, educational institutions, and credit agencies or reporting services from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to the City of Muskegon any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver will be valid as an original.

I agree that the City of Muskegon may obtain a consumer credit report about me in connection with my application for employment.

If your application is denied on the basis of information contained in a consumer credit report, or if an adverse action is taken against you regarding your employment based on information contained in a consumer credit report, you may request copy of the report and description of your rights under the Fair Credit Reporting Act.

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Date

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Applicant's Signature

***THE CITY OF MUSKEGON, MICHIGAN IS AN  
"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"***

**YOU ARE NOT REQUIRED TO COMPLETE THIS FORM**

The information you provide on this form is used only to study recruiting and employment patterns of the City of Muskegon and to determine whether information about City job opportunities is reaching all segments of the community. Your answers are used only to assist in future recruitment efforts.

Thank you,

MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

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Title of job you applied for \_\_\_\_\_

☐ Male      ☐ Female

Highest level of education attained:

Race/Ethnic Group:

☐ Asian/Pacific Islander

☐ Black

☐ Hispanic (Non-Black)

☐ Multiracial

☐ Native American/Alaskan Native

☐ White

☐ High School Diploma

☐ G.E.D.

☐ 1-3 years of college

☐ Bachelor's degree in \_\_\_\_\_

☐ MA/MS degree in \_\_\_\_\_

☐ Doctorate degree in \_\_\_\_\_

☐ Other degree in \_\_\_\_\_

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How did you learn about this job opportunity?

☐ City Employee

☐ City job announcement

☐ Walk-in applicant

☐ *The Muskegon Chronicle*

☐ *MBA JOURNAL*

☐ Professional Publication

☐ Internet listing on \_\_\_\_\_

☐ Career fair at \_\_\_\_\_

☐ School placement office at \_\_\_\_\_

☐ Other \_\_\_\_\_

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Date of Birth: \_\_\_\_\_

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Please indicate below the nature of any reasonable accommodation(s) you may require in order to perform the essential functions, as you understand them to be, of the position for which you applied:

\_\_\_\_\_

\_\_\_\_\_

Your zip code \_\_\_\_\_

Today's date \_\_\_\_\_